



MONROE COUNTY LEADERSHIP ACADEMY

COURSE CALENDAR 2015-2016

ABSENCE MANAGEMENT October 8, 2015 9:30 - 11:00 MCH -BCR February 10, 2016 9:30 - 11:00 CityPlace 3134 April 6, 2016 1:00 - 2:30 MCH - BCR	CONTROLLER'S PROCESS/PURCHASING October 8, 2015 11:15 – 1:00 MCH - BCR December 15, 2015 11:15 – 1:00 CityPlace 3134
COMMUNICATION SKILLS FOR SUPERVISORS September 29, 2015 9:00 - 10:30 CityPLace 3134 February 11, 2016 9:00 - 10:30 MCH - BCR April 19, 2016 12:30 - 2:00 CityPlace 3134	INTERVIEWING SKILLS September 29, 2015 10:45 - 12:30 CityPlace 3134 February 11, 2016 10:45 - 12:30 MCH - BCR April 19, 2016 2:15 - 4:00 CityPlace 3134
WORKPLACE HARASSMENT PREVENTION & BARRIERS TO DIVERSITY AND INCLUSION October 22,2015 9:00 -10:30 MCH - BCR February 4, 2016 12:30 - 2:00 CityPlace 3134 April 22, 2016 9:00 -10:30 MCH - BCR	WORKPLACE VIOLENCE- Prevention & Managing Conflict October 22, 2015 10:45 - 12:30 MCH - BCR February 4, 2016 2:15 - 4:00 CityPlace3134 April 22, 2016 11:15 - 12:30 MCH- BCR
DISCIPLINE AND DISCHARGE October 15, 2015 9:00 -10:30 MCH - Aud A February 25, 2016 1:00 - 2:30 MCH - BCR May 12, 2016 9:00 -10:30 CityPlace 3134	THE GRIEVANCE AND ARBITRATION PROCESS October 15, 2015 10:45 -12:00 MCH - Aud A February 25, 2016 2:45 - 4:00 MCH - BCR May 12, 2016 10:45 -12:00 CityPlace 3134
LEADERSHIP SKILLS November 12, 2015 12:30 - 2:00 CityPlace 3134 January 7, 2016 12:30 - 2:00 MCH - BCR March 31, 2016 9:00 - 10:30 CityPlace 3134	EAP TOOLS FOR SUPERVISORS November 12, 2015 2:30 - 4:00 CityPlace 3134 January 7, 2016 2:30 - 4:00 MCH - BCR March 31, 2016 11:00 - 12:30 CityPlace 3134
OVERVIEW OF COUNTY PERSONNEL POLICIES October 29, 2015 9:00 - 10:00 CltyPlace 3134 February 2, 2016 9:00 - 10:00 CityPlace 3134 May 19, 2016 9:00 - 10:00 MCH - BCR	EMPLOYEE BENEFITS October 29, 2015 10:15 - 11:30 CityPlace 3134 February 3, 2016 10:15 - 11:30 CityPlace 3134 May 19, 2016 10:15 - 11:30 MCH - BCR

COURSES CONTINUED 2015-2016

PERFORMANCE MANAGEMENT			HOW TO EFFECTIVELY COMPLETE PERFORMANCE EVALUATIONS		
October 6, 2015	1:00 - 2:30	CityPlace 3134	October 6, 2015	2:45 - 3:45	CityPlace 3134
December 10, 2015	12:00 – 1:30	MCH - BCR	December 10, 2015	10:45 – 11:45	MCH - BCR
April 5, 2016	9:00 - 10:30	MCH - BCR	April 5, 2016	10:45 – 11:45	MCH - BCR
WORKPLACE ETHICS			NYS WORKERS' COMPENSATION		
November 19, 2015	12:30 - 2:00	CityPlace 3134	November 19, 2015	2:30 - 4:00	CityPlace 3134
January 20, 2016	9:00 - 10:30	MCH - BCR	January 20, 2016	11:00 - 12:30	MCH - BCR
March 2, 2016	9:00 - 10:30	CityPlace 3134	March 2, 2016	11:00 - 12:30	CityPlace 3134
DISABILITY RIGHTS- Overview of Rights & Responsibilities			CIVIL SERVICE- Everything You Need To Know		
October 1, 2015	9:00 – 10:45	CityPlace 3134	December 3, 2015	2:00 – 3:45	CityPlace 3134
December 3, 2015	12:00 - 1:45	CityPlace 3134	March 3, 2016	12:00 – 1:45	MCH - BCR
March 3, 2016	2:00 - 3:45	MCH - BCR	April 28, 2016	11:00 – 12:45	CityPlace 3134
HUMAN RESOURCE MANAGEMENT FOR SUPERVISORS			BUDGET PROCESS/FINANCE		
September 22, 2015	8:30 - 12:30	MCH - BCR	February 10, 2016	11:00– 12:30	CityPlace 3134
January 28, 2016	8:30 - 12:30	CityPlace 3134	April 6, 2016	11:00 – 12:30	MCH - BCR
March 17, 2016	12:30 - 4:30	MCH - BCR			
May 5, 2016	12:30 - 4:30	CityPlace 3134			

Location Key:

CityPlace	=	CityPlace, Room 3134
MCH BCR	=	Monroe Community Hospital, Brass Chandelier Room, 1st Floor
MCH Aud	=	Monroe Community Hospital, Auditorium, 1st Floor

REGISTRATION: Registration will be held in two sections:

- 1) For Fall Courses (September 2015 - December 2015) registration will begin on August 17, 2015.
- 2) For Spring Courses (January 2016 – May 2016) registration will begin on December 7, 2015.

To register for courses and to view a course calendar, please visit the Monroe County Intranet or <http://www.monroecounty.gov/hr-leadershipacademyreg>

The registration deadline for all courses is two weeks prior to the scheduled date of the course.